
BYLAWS
OF THE
STUDENT GOVERNMENT ASSOCIATION
OF
STEVENS INSTITUTE OF TECHNOLOGY

TABLE OF CONTENTS

Article I. Formation of Law 1

 Section 1.01 Definitions 1

 Section 1.02 Origin of Bills 1

 Section 1.03 Content of Bills 1

 Section 1.04 Index Codes 1

Article II. The Senate 1

 Section 2.01 Senators 1

 Section 2.02 Elections of the Senate 1

 Section 2.03 Meetings of the Senate 2

 Section 2.04 Sessions of The Senate 4

 Section 2.05 Standing Motions 4

 Section 2.06 Financial Powers 5

Article III. The Cabinet 5

 Section 3.01 Elections of the Cabinet 5

 Section 3.02 Archiving 5

 Section 3.03 Meetings of the Cabinet 6

 Section 3.04 Senate Meeting Agendas 6

 Section 3.05 Discretionary Fund 6

Article IV. Recognized Student Organizations 7

 Section 4.01 Organization 7

 Section 4.02 Recognition 7

 Section 4.03 Inactive Organizations 7

 Section 4.04 Nonpartisan Funding 8

 Section 4.05 Public Forum 8

 Section 4.06 Unified Elections **Error! Bookmark not defined.**

 Section 4.07 Financing 9

 Section 4.08 Auditing 10

 Section 4.09 Votes of Executive Boards 10

Section 4.10	Loans	10
Section 4.11	Outside Accounts	11
Article V.	Committees	11
Section 5.01	Chairs.....	11
Section 5.02	Members	11
Section 5.03	Positions	11
Section 5.04	Sub-Committees.....	11
Section 5.05	Chair Recommendations	11
Section 5.06	Financing	11
Section 5.07	Quorum	12
Section 5.08	Meetings	12
Section 5.09	Prohibition of Committee Bypass	12
Section 5.10	Voting Within Committee	12
Article VI.	Standing Committees.....	13
Section 6.01	The Committee on Student Interests.....	13
Section 6.02	Constitution and Bylaws Committee	16
Section 6.03	Election Committee.....	17
Section 6.04	Publicity Committee.....	18
Section 6.05	Public Relations Committee	18
Section 6.06	Jacobus Advisory Board (“JAB”)	18
Section 6.07	Campus Life Committee	19
Section 6.08	Community Relations Committee.....	19
Section 6.09	Academic Affairs Committee	19
Section 6.10	Senior Year Activity Committee	19
Section 6.11	Entertainment Committee (“EC”)	20
Section 6.12	Festival Committee	21
Article VII.	Amendments to These Bylaws.....	21
Article VIII.	Implementation	21
Article IX.	Suspension of These Bylaws	22
Article X.	Miscellaneous	22
Section 10.01	Written Notice	22
Section 10.02	Capital Improvements and Infrastructure	22
Section 10.03	Headings.....	22
Section 10.04	Senior Year Activity Allotment	22
Article XI.	Severability.....	22

Article XII. Powers Reserved to the Senate 22
Article XIII. Powers Reserved to the Recognized Organizations..... 23

Article I. FORMATION OF LAW

Section 1.01 DEFINITIONS

1 Legislation is any amendment to these bylaws of the SGA. A resolution is either any written document describing
2 proposed or approved action of the Senate, or when not disallowed by these bylaws, a simple motion stating
3 that the Senate shall resolve to take an action. A bill is any formal Senate resolution that contains an
4 amendment to the bylaws. A sponsor is any individual who is presenting a bill to the Senate.

Section 1.02 ORIGIN OF BILLS

5 Any legislation intended for introduction to the Senate must first be presented to the Secretary in writing by an
6 elected member of the Senate. If the content of the legislation does not meet the requirements set forth in
7 Section 1.03, the Secretary will assist the sponsor in meeting those requirements. Any motion to approve
8 legislation not on the docket is out of order.

Section 1.03 CONTENT OF BILLS

9 A bill will be a formal resolution that shall contain, at a minimum, the title the sponsors wish to give the bill, the
10 reasons for the bill, in the form of “whereas” clauses, the intended actions, in the form of “resolved” clauses.
11 The final “resolved” clause shall contain the text of any bylaws created or amended, or shall include an edited
12 copy of the most recently approved bylaws as an attachment, or shall indicate as the final “resolved” clause that
13 the Constitution and Bylaws Committee shall be responsible for crafting the necessary wording to meet the bill’s
14 intent.

Section 1.04 INDEX CODES

15 A bill shall be affixed an index code based on its order of presentation to the Secretary. Index codes shall consist
16 of S. for bills or S.Res. for simple resolutions, followed by the numerical order of presentation. The formal name
17 for a resolution shall consist of the index code of the bill followed by the phrase “of the,” followed by the ordinal
18 number of the current session of the Senate, followed by the word “Senate.”

Article II. THE SENATE

Section 2.01 SENATORS

19 Any representative elected by the Student Body to the Senate shall be known as a Senator.

Section 2.02 ELECTIONS OF THE SENATE

(a) FREQUENCY

20 Elections of the Senate shall occur once per academic year.

(b) NOMINATIONS

21 Nominations shall open two weeks before the constitutionally mandated election period and shall close one
22 week thereafter. A prospective candidate must a petition with signatures from five percent of their class year to
23 the Secretary in order to become nominated.

(c) VERIFICATION

24 The Secretary, in conjunction with the Office of Student Life, shall then have one week to determine if the
25 nominees meet the eligibility requirements to be a Senator as defined by Institute policy or established by
26 resolution of the Senate.

(d) ELECTION

27 The appropriate administrators shall be directed to enable the voting system immediately after the completion
28 of the verification period. The election shall remain open for one week. The elected Senators shall assume office
29 at the beginning of the next meeting of the Senate.

(e) ELECTION BY ACCLAMATION

30 Should the number of nominees for any class year be equal to or less than the number of seats available, the
31 nominees shall automatically become the new senators and no election shall be held.

(f) VACANCY

32 If a vacancy in the Senate occurs, emergency elections shall be held. Nominations shall open two days after the
33 Senate meeting that follows the existence of the vacancy, and shall be open until the following Senate meeting.
34 This period shall repeat until all vacancies are filled. The secretary shall have one week after a nomination is
35 received to complete the verification process defined in Section 2.02(c). The Senate shall vote on the
36 nominations at the Senate meeting following the close of verification. Voting shall take place by open ballot,
37 with each Senator writing his/her name and denoting one nominee for each vacancy on a sheet of paper
38 submitted to the Secretary.

Section 2.03 MEETINGS OF THE SENATE

(a) DEFINITION

39 A meeting of the Senate is any gathering in which enough Senators are present that quorum of the Senate is
40 reached and a motion to open has been entertained.

(b) PRIOR ANNOUNCEMENT

41 All Senate meetings must occur at regularly scheduled intervals, or be announced one week prior to the
42 meeting.

(c) CHAIRMAN PRO-TEMPORE

43 In the event the Vice-President cannot preside over the Senate meeting, the duty shall fall to the Chairman Pro-
44 Tempore.

(d) SECRETARY PRO-TEMPORE

45 In the event that the Secretary is unable to attend all or part of the meeting, the Secretary Pro-Tempore from
46 the Senate will fill in to take the minutes for the meeting, or until the Secretary returns.

(e) ROBERTS RULES OF ORDER

47 Meetings of the Senate shall be conducted in accordance with the latest edition of Roberts Rules of Order.
48 However, Roberts Rules of Order shall not supersede these bylaws or the constitution of the SGA. Should a
49 motion not be in order, it is the duty of the presiding chairperson to determine if the motion and all motions
50 that depend upon it can be feasibly unwound.

(f) DISCUSSION AND DEBATE

51 No business shall be discussed or debated by the Senate unless a motion has occurred that is subject to debate,
52 as defined by Roberts Rules of Order.

(g) PROHIBITION OF FRIENDLY AMENDMENTS

53 A resolution under consideration by the Senate may not be amended solely by the approval of its sponsors. The
54 Senate must formally amend the resolution as defined by Roberts Rules of Order.

(h) VOTING ON MOTIONS

55 Bills, resolutions, and motions shall be approved by general consent when possible, as defined by Roberts Rules
56 of Order. If a vote is required, it shall occur by a voice vote, as defined by Roberts Rules of Order. However, any
57 Senator may move for a roll call vote or teller vote, as defined by Roberts Rules of Order. Voting shall never
58 occur by secret ballot, as defined by Roberts Rules of Order.

(i) ONE-THIRD ABSTENTION

59 Should more than one-third of the senators present abstain on a vote on a debatable motion, the item of
60 business shall be returned to the Senate for further debate.

(j) DEBATE

61 In order to promote free and open debate, a motion to close debate shall not be entertained within 5 minutes of
62 the start of debate unless approved by unanimous consent. The chair shall exhaust all comments from Senators
63 before progressing to comments from the Cabinet, which shall be exhausted before progressing to comments
64 from the public, in a cyclical fashion until every comment has been exhausted. However, the chair may, at his
65 discretion, determine that a comment from an individual is in response to another comment made and call on
66 them out of order.

(k) ATTENDANCE

67 Any Senator who intends to be absent from a meeting, arrive to a meeting late, or leave the meeting early, shall
68 provide written notice to the rest of the Senate within one day prior to the meeting. The notice must then be
69 acknowledged by the Secretary. Should a Senator accrue more than two unexcused absences in one semester, a
70 motion to impeach that Senator shall be placed on the docket by the Secretary and be resolved at the next
71 meeting. If the Senator is not removed from office, this procedure will repeat after each additional unexcused
72 absence during the same semester.

73 Should any Senator fail to meet the constitutional requirements for attendance, including both excused and
 74 unexcused absences, a vote for impeachment shall be placed on the docket by the Secretary and be resolved at
 75 the next meeting. If the Senator is not removed from office, a vote of this kind will occur after each additional
 76 absence, excused or unexcused, during the same semester.

77 Any Senator who arrives after beginning of business or leaves prior to the completion of business shall only
 78 receive half credit towards attendance. The lost half-credit of attendance may be considered excused or if the
 79 Senator provided prior written notice.

(l) MEASURES TO REACH QUORUM

80 After other methods of reaching quorum have been exhausted, the Senate may act without quorum to approve
 81 a vote of impeachment mandated by Section 2.03(k), if said impeachments would cause quorum to be reached.
 82 No other measures requiring a vote may be taken without quorum of the Senate.

Section 2.04 SESSIONS OF THE SENATE

(a) DEFINITION

83 The session of a particular Senate shall begin at the start of the Senate meeting following the conclusion of
 84 Senate elections, and end at the start of the next session of the Senate.

(b) SENATE NUMBER

85 Each session of the Senate shall be numbered, beginning with the first session of the Student Council in April
 86 1913. The Senate of the 2007-2008 school year shall be the ninety-fourth Senate.

(c) RECESS

87 The Senate may declare, by two-thirds resolution, a period in which it shall be considered “in recess.” No
 88 business may be conducted nor meetings held by the Senate while it is in recess, except that a meeting may be
 89 held to consider a resolution to come back from recess ahead of schedule.

(d) REDUCED SESSION

90 During any period in which either class is not held or less than half of the Student Body is registered for classes,
 91 and the Senate is not in recess, the Senate shall be considered to be “in reduced session.” Attendance to any
 92 Senate meetings shall not be mandatory during reduced session.

(e) FULL SESSION

93 The Senate shall be considered “in full session,” or simply “in session,” at any time that it is neither in recess nor
 94 in reduced session.

Section 2.05 STANDING MOTIONS

95 Standing motions of the Senate may be made by resolution of the majority of the Senate and approval of the
 96 President. No standing motion shall be inconsistent with or supersede the bylaws or constitution of the SGA.
 97 Standing motions shall only have effect until the close of the current session of the Senate. No standing motion
 98 shall be construed to grant additional powers to recognized organizations or the SGA.

Section 2.06 FINANCIAL POWERS

99 The Senate shall have the power to transfer money amongst SGA accounts, internal and external, except that
 100 the Senate shall never have the power to transfer money out of the Discretionary Fund held by the Cabinet. The
 101 Senate shall have the power to transfer money into, but never out of, the accounts of funded student
 102 organizations. The Senate shall have the power to spend money out of the main SGA account. However, any
 103 motion to spend or move money must be approved by three-quarters of the Senate unless it was included on
 104 the docket prepared for the current meeting of the Senate.

Article III. THE CABINET

Section 3.01 ELECTIONS OF THE CABINET

(a) FREQUENCY

105 Elections of the Cabinet shall occur once per academic year.

(b) NOMINATIONS

106 Nominations shall open three weeks before the constitutionally mandated election period and shall close one
 107 week thereafter. A prospective candidate must submit a waiver of Honor Board confidentiality and a petition
 108 with signatures from five percent of the Student Body in order to become nominated. Nominations shall be
 109 submitted to the Secretary, who shall immediately forward them to the election committee.

(c) VERIFICATION

110 The election committee, in conjunction with the Office of Student Life, shall then have one week to determine if
 111 the nominees meet the eligibility requirements to be a member of the Cabinet established by resolution or
 112 standing motion of the Senate or by Student Life policy.

(d) ELECTION

113 The appropriate administrators shall be directed to enable the voting system immediately after the completion
 114 of verification. The election shall remain open for one week. The elected cabinet officials shall assume office at
 115 the beginning of the next meeting of the Senate.

Section 3.02 ARCHIVING

116 The Secretary will oversee the archiving of all resolutions, bills, dockets, and bylaws in the SGA archives. The
 117 Secretary will also be responsible for archiving the constitutions, charters, and bylaws of all recognized student
 118 organizations, as outlined in Section 6.02(f), and any other material presented to the Cabinet by a duly
 119 authorized officer of an organization. These archives will be available online at the SGA's official web site, and
 120 will be presented in paper format to the library for storage.

Section 3.03 MEETINGS OF THE CABINET

121 Unless otherwise specified in the SGA Constitution, the Cabinet shall not be required to hold formal meetings.
 122 The Cabinet may adopt its own rules for how Cabinet meetings shall run. A Cabinet meeting may run
 123 concurrently with a Senate meeting. A Cabinet meeting may be considered to run for several days.

Section 3.04 SENATE MEETING AGENDAS

124 The Secretary will conduct the formation of all Senate agendas ("Docket"). The format will consist of:

- 125 1. In order, the following: "Docket for the," the number of the current session of the Senate, "Senate of
 126 the Student Government Association," and the date of the Senate meeting at which the agenda is
 127 addressed.
- 128 2. Committee reports of each committee of the SGA, each sub-committee of the Committee on Student
 129 Interests, and the reports of any other sub-committees compelled by standing motion of the Senate to
 130 be produced at a Senate meeting.
- 131 3. A Table of Contents, consisting of the Titles and Index Codes of each resolution presented to the Senate.
- 132 4. Items currently lain on the table by the current session of the Senate.
- 133 5. The order of business to be conducted, which shall begin with Old Business and conclude with New
 134 Business. Within each of order of business section, the docket will consist of:
 - 135 a. Any bills to be presented to the Senate during the meeting, in the form of a motion to approve
 136 the bill with a Senate sponsor of the bill listed as the individual expected, but not required, to
 137 make the motion.
 - 138 b. Any other resolutions to be presented to the Senate during the meeting, in the form of a motion
 139 to approve the resolution with a Senate sponsor of the resolution listed as the individual
 140 expected, but not required, to make the motion.
 - 141 c. Any motions regarding financial items outside of the scope of a resolution, such as approval of a
 142 budget or constitution.
 - 143 d. Any business regarding impeachments either brought by a member of the Senate or
 144 necessitated by the bylaws.
 - 145 e. An indicator that any other motions will be entertained from the Senate before progressing on
 146 to other sections of the order of business.
- 147 6.
- 148 7. Any other items required to be placed on the Docket by these bylaws or by standing motion of the
 149 Senate.

Section 3.05 DISCRETIONARY FUND

150 The cabinet shall receive a discretionary fund each semester in the amount of ten times the current student
 151 activities fee. The president shall be authorized to spend money from this fund without the involvement of the
 152 senate. At no time shall the discretionary fund exceed ten times the student activity fee.

Article IV. RECOGNIZED STUDENT ORGANIZATIONS

Section 4.01 ORGANIZATION

153 Student organizations eventually wishing recognition by the SGA must either be chartered or formally
154 constituted. Chartered organizations shall keep current an organizational charter by filling out a form provided
155 by the CCSI, or by creating a document substantially similar to the form. Charters shall contain the organization's
156 name, purpose, offices, and qualifications for voting membership. Constituted organizations shall create a
157 formal constitution containing any information ordinarily required by the SGA in a charter, any content
158 mandated by these bylaws, and any content mandated by the Constitution of the SGA. The organization shall
159 also choose an initial delegate to the Committee on Student Interests, as defined in Section 6.01. Only after the
160 Office of Student Life approves the organization's name and purpose and the Senate approves the constitution
161 or charter of the organization shall the organization be eligible for recognition.

Section 4.02 RECOGNITION

(a) PROCEDURE

162 In order to obtain recognition, eligible student organizations must submit to the CCSI an accurate voting
163 membership list, proof of having conducted unified elections, and any other documents required by standing
164 motion of the Senate. These documents may only be submitted during a full session of the Senate. Chartered
165 organizations shall also be required to submit their charter, and any modifications from the previously approved
166 charter shall be considered a request for approval to amend.

(b) DURATION

167 The organization shall be considered recognized during the semester in which recognition documents are
168 received, and any following semesters during which the Senate is not in full session.

(c) SUSPENSION

169 The Senate may declare an organization in non-compliance with these bylaws, and suspend the recognition of
170 the organization. Additionally, cabinet members may in certain cases outlined in these bylaws administratively
171 suspend the recognition of an organization. Any organizations whose recognition has been suspended shall not
172 be eligible for recognition until such time as the Senate reinstates the organization.

Section 4.03 INACTIVE ORGANIZATIONS

(a) DEFINITION

173 Inactive organizations shall be defined as any approved student organizations that fail to become recognized
174 within four weeks of the beginning of any semester in which the Senate is in full session.

(b) DETERMINATION

175 If an organization becomes inactive, the voting membership of that organization, as determined by adjusting the
176 last submitted list of voting membership for any members that have severed their relationship with the
177 Institute, shall be approached by the CCSI to confirm that the organization is still active outside of the auspices
178 of the SGA.

(c) INACTIVE

179 If the number of voting members required for quorum of the organization cannot be located by the CCSI, or a
180 majority of located voting members do not affirm that the organization is currently active, then the CCSI shall
181 publicize a new emergency election and shall open nominations for a new executive board of the organization.

(d) ACTIVE OR UNABLE TO REORGANIZE

182 Should the organization affirm they are active, a new executive board is not formed, or the new executive board
183 does not meet the requirements for recognition within one week after they take office, the organization shall
184 return all SGA funded items and equipment and become ineligible for recognition by the SGA until it reorganizes
185 following the process defined by Section 4.01.

Section 4.04 NONPARTISAN FUNDING

186 No student organization may use SGA-provided funds to promote, except as provided for by the rights of a free
187 press, any candidates for any election. Organizations may promote candidate awareness by providing unbiased
188 information on each candidate, or by promoting every candidate equally.

Section 4.05 PUBLIC FORUM

189 The publications and content distribution mechanisms of all organizations shall be considered a “public forum.”
190 Individuals shall be liable for their own statements when conveyed by organizations.

Section 4.06 OFFICERS

(a) MANDATE

191 All organizations must participate in elections at least once per academic year in order to receive funding. Over
192 half of the executive board of an organization must be elected by Unified Elections. In no instance shall a single
193 person cast more than one vote in any election or decision.

(b) UNIFIED ELECTIONS

(i) POLICY

194 Unified Elections are a standardized method of electing the officers of Recognized Student Organizations to
195 better provide consistency in all organization elections.

(ii) FREQUENCY

196 A unified election period shall happen once during each school year that the Senate is in full session. The
197 election period shall occur during the last full week of school in March, and shall be announced a minimum of
198 three weeks before the period takes place. Any organization whose constitution or charter does not contain a
199 designated election schedule shall be required to hold elections during this period; all other organizations must
200 follow unified elections procedure on the date specified in their constitution or charter.

(iii) PROCEDURE

201 During the first seven day period of Unified Elections, nominations shall be accepted by all organizations. The list
202 of shall be promptly submitted to the Secretary by 6:00pm on the seventh day. The Secretary, in conjunction

203 with the Office of Student Life, shall then have forty-eight hours following the end of the nominations period to
204 determine if the nominees meet the academic requirements necessary to lead an organization. Organizations
205 may hold their election immediately after the verification period ends. All voting members of the organization
206 must be allowed to vote in each election

(c) APPOINTMENTS

207 Any executive board member not elected via Unified Elections shall be considered an appointed executive board
208 member. All appointed executive board members must be approved by at least a majority of those executive
209 board members elected by Unified Elections. Appointments must then be confirmed by at least a majority of the
210 voting membership of an organization.

(d) CHANGES

211 Organizations must inform the Secretary and CCSI of any intended changes to their executive board that occur
212 separate from Unified Elections. The Secretary, in conjunction with the Office of Student Life, shall then have
213 one week to verify that anyone that the organization intends to add to the executive board meets the academic
214 requirements necessary to lead an organization. An addition to the executive board shall not take effect until
215 such verification is completed.

(e) VACANCIES

216 If an organization does not have procedures for filling executive board vacancies, the organization shall inform
217 the Secretary and CCSI and fill the vacancy following Unified Elections procedure, with nominations opening at
218 the beginning of the first meeting after the vacancy exists.

Section 4.07 FINANCING

(a) ALLOCATION

219 Money shall be allocated to student organizations following the procedure defined in Section 6.01(f).

(b) ROLLOVER

220 Organizations allotted funds for purchases shall have one week after the end of finals to be reimbursed for
221 expenditures during that semester. All unspent allotments will be rolled back into the general SGA account from
222 the organization's Institute account once this period has ended. The Senate may by resolution permit an
223 organization to be excluded from rollover, but only for the semester during which the resolution is passed.

(c) REQUIREMENTS OF MEMBERS

224 Organizations that receive funding must allow all students to be members of the organization, and allow at least
225 all voting members to participate in activities. Alternatively, the organization may have closed membership, but
226 must allow all members of the Student Body to participate in any activities funded wholly or in part by the SGA.

(d) FOOD

227 Organizations shall not be eligible for funding for alcohol, and shall not be eligible for funding for food at closed
228 or unpublicized meetings.

(e) LARGE EVENTS

229 Large events shall be defined as any event costing more than ten times the student activity fee. All large events
230 shall only be funded if a tentative date for the event is supplied at the time that funds are requested. Funding
231 shall not be granted if a large event is scheduled to run at the same time as any other large event, unless
232 approved by a specific Senate resolution.

(f) FUNDRAISING

233 Fundraising shall be defined as a use of SGA allocated funds intending to generate revenue by hosting an event
234 or performing an action outside the scope of an organization's purpose, as defined by its constitution or charter.
235 All money for fundraising must come from privately obtained funds, funds procured by prior fundraising, or a
236 loan from the SGA.

(g) DONATIONS

237 No organization shall be budgeted money to donate to any organization or individual inside or outside the
238 Institute. No organization shall donate the proceeds of fundraising to any organization or individual inside or
239 outside the Institute unless this fact is known to all participants and customers of the fundraiser.

Section 4.08 AUDITING

240 Both the Cabinet and the Senate shall have the power to request from each RSO detailed reports concerning
241 their use of SGA allotted funds, to investigate the activities of any RSO, to delegate investigative authority to
242 whomever they deem appropriate, and to initiate an audit of any or all student organizations.

Section 4.09 VOTES OF EXECUTIVE BOARDS

243 Any meeting not open to the entire Student Body shall be considered to be held in executive session. No votes,
244 except in cases of confidentiality, shall be held in an executive session. All votes must be by a division vote of the
245 executive board, and any voting member of the organization, including voting members that are not officers of
246 the executive board, may call for a roll call vote.

Section 4.10 LOANS

(a) PROCEDURE

247 The Senate shall have the power by resolution to grant zero-interest loans to an RSO, provided the collective
248 amount of outstanding loans to the organization does not exceed ten times the current Student Activities Fee.
249 The Committee on Student Interests, as defined in Section 6.01(f), shall have the duty of reviewing loans.

(b) REPAYMENT

250 Repayment of the loan will occur within a time period specified by the resolution and agreed upon by the
251 organization. The Senate shall have the power to grant extensions by additional resolutions.

(c) DEFAULT

252 Should the Cabinet determine that an organization has defaulted on a loan, they shall confiscate back to the SGA
253 enough money from the organization's allotment. Should the organization not have enough money left to pay
254 back the SGA, it shall not receive funding during the next budgetary period.

(d) SPECIFICATION OF LOAN GOALS

255 Any loan agreements must be for specific items, contracts, or events.

Section 4.11 OUTSIDE ACCOUNTS

256 Organizations shall be forbidden from holding financial accounts outside of the Institute.

Article V. COMMITTEES

Section 5.01 CHAIRS

257 Unless otherwise specified in a committee definition, each committee shall have one or more chairpersons,
258 which shall be Senators.

Section 5.02 MEMBERS

259 Unless otherwise specified in the definition of the body, every committee shall allow any member of the Stevens
260 community to be a member of the committee.

Section 5.03 POSITIONS

261 The chair of a committee shall be permitted to create or remove officer positions in the committee at will, and
262 appoint members to those positions, unless otherwise specified in the definition of the committee.

Section 5.04 SUB-COMMITTEES

263 The chair of a committee shall be permitted to add or remove members in the committee at will, create or
264 remove ad-hoc sub-committees, charge sub-committees with particular tasks, and appoint and remove chairs of
265 sub-committees, unless otherwise specified in that committee's definition.

266 Sub-committees shall be treated as committees for the purposes of these bylaws, except that they shall budget
267 through their parent committee and exist only as committees of their parent committee. The President of the
268 SGA shall have no direct power to determine the definition or chairs of sub-committees.

Section 5.05 CHAIR RECOMMENDATIONS

269 Upon vacancies in a chairperson position, the general body of a committee or sub-committee shall have the
270 right to hold a vote to recommend a new chair to the appointing body, unless they themselves are the
271 appointing body.

Section 5.06 FINANCING

(a) FINANCIAL CYCLES

272 Financial cycles shall be defined by standing motion of the Senate.

(b) INITIAL BUDGET

273 At the beginning of a SGA financial cycle, each committee, both ad-hoc and standing, shall submit to its parent
274 body a detailed budget itemizing the amount of money it needs for various activities. A committee's budget
275 must list the amount of money it wishes to allocate to each of its sub-committees, if applicable.

(c) REALLOCATIONS

276 Reallocations shall be presented to the parent body for consideration and final approval.

(d) ACCOUNTING

277 The Treasurer shall maintain accounting for an Institute account for each committee, which shall contain the
278 allotment for that committee upon allocation by the Senate.

(e) ADDITIONAL FUNDS

279 Requests for additional funds shall be presented to the parent body for consideration, approval, and
280 presentation to that organization's parent, until the request reaches the full Senate. The Senate shall have the
281 power by resolution to approve this request.

(f) SPENDING

282 The signature of a chair of a committee, or duly authorized financial officer if specified in the body's definition,
283 shall be required to spend money from a committee allotment.

Section 5.07 QUORUM

284 Quorum of a committee shall be defined as fifty percent of the membership of a committee.

Section 5.08 MEETINGS

(a) DEFINITION

285 A meeting of a committee is any gathering in which enough members are present that quorum is reached and a
286 motion to open has been entertained.

Section 5.09 PROHIBITION OF COMMITTEE BYPASS

287 Committees may be charged with various duties otherwise left to the entire Senate, either by the bylaws or by
288 administrative assignment. Committees may also be charged with the duty of prior review before a motion may
289 be presented to the Senate. A motion before the Senate that bypasses these duties of a committee shall not be
290 entertained, unless the committee has already been presented with the issue and has either not resolved it in a
291 timely manner, or has ruled in a manner unacceptable to the person or organization presenting the issue.

Section 5.10 VOTING WITHIN COMMITTEE

292 Only members of the Student Body shall be permitted to cast votes in committees that permit membership from
293 individuals outside the Student Body.

Article VI. STANDING COMMITTEES

Section 6.01 THE COMMITTEE ON STUDENT INTERESTS

(a) PURPOSE

294 The Committee on Student Interests (“CSI”) shall be the forum for the exchange of information between student
295 organizations and the SGA.

(b) COMPOSITION

296 The CSI shall be composed of the Chairperson of the Committee on Student Interests (“CCSI”), one
297 representative from each RSO as designated by the executive board of each organization. Other members may
298 be added or removed at the discretion of the CCSI.

(c) FINANCES

299 Only Committee members that are also senators shall be eligible to vote on any matters related to finances.

(d) SUB-COMMITTEES

300 The Committee shall be broken into various sub-committees, as determined by the Cabinet. The chairs of these
301 sub-committees shall be considered members of the Committee and will be appointed by the CCSI, unless
302 specified in the definition of the sub-committee. Several standing sub-committees shall be defined in these
303 bylaws.

(i) ETHNIC STUDENT COUNCIL

1) OFFICERS

304 The Committee shall have a chair, executive vice chair, treasurer, secretary, and social director. No official of the
305 Committee shall serve on the Executive Board of one of the member organizations. The officers of the
306 Committee shall be determined by following the Unified Elections procedure for Recognized Student
307 Organizations.
308 Organizations.

a) CHAIR

309 It shall be the responsibility of the Chair to act as the official representative of the ESC. The Chair shall preside
310 over all meetings of ESC.
311

b) VICE CHAIR

312 It shall be the responsibility of the Vice Chair to perform all duties of the Chair in the absence of the Chair.
313

c) TREASURER

314 The Treasurer shall manage all financial transactions and records of the ESC. The Treasurer shall perform all
315 duties assigned by the President.
316

d) SECRETARY

317 The Secretary shall maintain accurate and complete minutes of all meetings. The Secretary shall prepare all
318 correspondence of the Committee.
319

320 e) SOCIAL DIRECTOR

321 The Social Director shall maintain a calendar of all happenings within the ESC and its member organizations.

322 2) REQUIREMENTS OF COMMITTEE MEMBERS

323 Two representatives from each recognized ethnic student organization shall have voting membership within the
324 Committee.

(ii) PROFESSIONAL SOCIETIES COUNCIL

325 1) PURPOSE

326 The purpose of the Committee shall be to coordinate efforts of the professional societies, to coordinate efforts
327 between the administration and the societies, to unite the societies, to coordinate national efforts (e.g. National
328 Engineers' Week), to encourage membership in the societies, and to stimulate interest in the goals of the
329 societies among individuals who are not majoring in the targeted field.

330 2) RESPONSIBILITIES

331 The Committee shall consider for acceptance, hold, and execute such responsibilities as delegated to the
332 Committee from the member societies and the SGA.

333 3) FACULTY ADVISOR

334 A faculty advisor shall be elected from the eligible faculty of the member societies.

(iii) MEDIA BOARD

335 1) PURPOSE

336 The purpose of the Media Board shall be to coordinate efforts of the media organizations, to collectively protect
337 the rights of a free press on campus, to unite the media organizations, to encourage membership in media
338 organizations, and to stimulate interest in the products of the media organizations.

339 2) RESPONSIBILITIES

340 The Committee shall consider for acceptance, hold, and execute such responsibilities as delegated to the
341 Committee from the member societies and the SGA.

342 3) ADVISOR

343 An advisor shall be elected from the faculty, staff, or administration of Stevens that has experience dealing with
344 issues common to media organizations.

(iv) SPECIAL INTERESTS COUNCIL

345 1) PURPOSE

346 The purpose of the Special Interests Council shall be to coordinate efforts of the special interest organizations,
347 to unite the special interest organizations, and to encourage membership in special interest organizations.

348 2) **RESPONSIBILITIES**

349 The Committee shall consider for acceptance, hold, and execute such responsibilities as delegated to the
350 Committee from the member societies and the SGA.

 (v) CLUB SPORTS COUNCIL

351 1) **PURPOSE**

352 The purpose of the Committee shall be to coordinate efforts of the club sports, to coordinate efforts between
353 the administration and the club sports, to unite the club sports, to encourage membership in the club sports,
354 and to stimulate interest in the club sports.

355 2) **RESPONSIBILITIES**

356 The Committee shall consider for acceptance, hold, and execute such responsibilities as delegated to the
357 Committee from the member societies and the SGA.

358 3) **ADVISOR**

359 An advisor shall be appointed by the Director of Athletics.

 (vi) PROGRAMMING BOARD

360 1) **PURPOSE**

361 The purpose of the Committee shall be to coordinate efforts of programming organizations, to coordinate
362 efforts between the administration and the organizations, to unite the organizations, and to stimulate interest in
363 the programming created by the organizations.

364 2) **RESPONSIBILITIES**

365 The Committee shall consider for acceptance, hold, and execute such responsibilities as delegated to the
366 Committee from the member societies and the SGA.

(e) MEETINGS OF THE CSI

367 Meetings of the CSI (“RSO Summits”) shall be conducted at least once per semester and must be announced at
368 least two weeks prior to the meeting. All groups attending the summit shall be required to file a report detailing
369 their organization’s membership and the progress of all semester events even if they are not yet funded by the
370 SGA. This report shall be made public to the Student Body.

371 The CCSI may, at his/her discretion, suspend the funding of any recognized student organization that fails to
372 send a representative to two consecutive meetings of the CSI.

(f) FINANCING OF RECOGNIZED ORGANIZATIONS

 (i) FINANCE BOARDS

373 A finance board shall exist for each sub-committee of the CSI. These boards shall consist of the chair of the sub-
374 committee or designated third-party, the CCSI, and the Treasurer. Finance boards are not committees.

(ii) PROCEDURE FOR BUDGETING

375 The Treasurer shall set a budget submission deadline for each financial cycle. After the deadline, the finance
 376 boards shall separately meet and consider each budget submission. It shall have the power to adjust budget
 377 requests so that each club receives a fair amount of money from the total funds available to the SGA.

(iii) JOINT BUDGETING

378 If multiple organizations wish to co-sponsor an activity, only one organization shall budget for the activity. They
 379 shall enumerate all other organizations involved in the activity. All other participating organizations shall list the
 380 activity, but shall denote the cost as \$0.

(iv) APPROVAL OF ALLOCATIONS

381 Each finance board will present its allocations to the CSI, which incorporate them without change as part of its
 382 budget to the Senate, as specified in Section 5.06.

(v) ALLOTMENT

383 Allocated funds shall be moved from the SGA account into the recognized organization's account.

(vi) SPENDING PROCEDURE

384 The signature of the chief executive of an organization, or duly authorized financial officer if specified in the
 385 organization's constitution, charter, or bylaws, shall be required to spend money from an organization's
 386 allotment.

(vii) MID-SEMESTER (RE)ALLOCATIONS

387 All budget allocation requests shall be brought to the appropriate finance board prior to presentation to the
 388 Senate once the initial budgeting period has ended. All budget reallocation requests shall be brought to the
 389 appropriate finance board for approval once the initial budgeting period has ended. The Senate, by standing
 390 motion, may grant any specific organization that has existed for more than five years and has not violated any
 391 SGA funding rules for the past two years, the right to reallocate by a majority vote of its executive board. Such a
 392 motion will be out of order unless it contains a stipulation that permits the appropriate finance board to
 393 suspend the effects of the motion if it suspects that the organization has violated these bylaws.

(viii) LATE BUDGETING

394 If a finance board determines that the student organizations it oversees cannot accurately produce budgets
 395 before the end of the budget cycle, the finance board may itself budget for a lump allotment, to be budgeted
 396 later. It shall set a deadline for budget submissions for its member organizations, and shall reconvene after this
 397 deadline to consider the budgets of these organizations. These budgets will be compiled into a single resolution
 398 and be considered for approval by the Senate at its next meeting.

Section 6.02 CONSTITUTION AND BYLAWS COMMITTEE

(a) PURPOSE

399 The purpose of the Committee is to review the constitutions, charters, and bylaws of the various student
 400 organizations of Stevens Institute of Technology, including the SGA.

(b) CHAIRS

401 The Committee shall have one or more chairs, which may or may not be Senators.

(c) REVIEW OF CONSTITUTIONS AND CHARTERS

402 The Committee is charged with reviewing any and all constitutions and charters before they are presented to
403 the Senate. The Committee will insist that any presented constitutions or charters be in compliance with the
404 various rules for Registered Student Organizations defined in Article IV, and offer other recommendations to
405 ensure for the longevity of the organization.

(d) ASSISTANCE AND REVIEW OF BYLAWS

406 The Committee shall assist organizations in creating appropriate bylaws for the governance of their club, and
407 shall bring to the Senate's attention any organization's bylaws that the Committee feels is in conflict with the
408 organization's constitution, the SGA constitution, or these bylaws.

(e) REVIEW OF SGA CONSTITUTION AND BYLAWS

409 The Committee shall hold a meeting once per calendar year to review the constitution and bylaws of the SGA
410 and make recommendations to the Senate on revisions it deems appropriate.

(f) DOCUMENT ARCHIVAL

411 The Committee shall be charged with assisting the Secretary in archiving the constitutions and bylaws of
412 recognized student organizations, and the constitution and bylaws of the Student Government Association.

Section 6.03 ELECTION COMMITTEE

(a) PURPOSE

413 The Committee shall be responsible for administrating all active elections for the Cabinet and Senate.

(b) REQUIREMENTS OF COMMITTEE MEMBERS

414 The Committee shall consist of one representative from each class year. The term class year shall be interpreted
415 as defined by the constitution. The Chair of the Committee shall be appointed from the membership by the
416 President.

(c) CONFLICT OF INTEREST

417 Should a member of the Committee run for a Cabinet position, be promised an appointed Cabinet position, or
418 be running for any Senate seat, the member shall become ineligible for membership on the Committee.

(d) IMPROPRIETIES AND ERRORS

419 Should the Committee feel that an impropriety has occurred while an election is occurring, and it deems it not
420 feasible to bring the matter before the entire Senate in a timely matter, the Committee shall have the power by
421 majority consent of its members to suspend an election, and by unanimous consent of its members to reset any
422 current votes cast. The President shall immediately call an emergency meeting of the Senate for a date as soon
423 as possible, in which the first item on the docket shall be to resolve to either continue the current election as is,
424 or reset the vote. The Senate may at this time also resolve to expel candidates from the election, or add
425 candidates accidentally omitted.

(e) RESULT CERTIFICATION

426 The Committee must certify the results of every election of the Senate or Cabinet. Should the Committee refuse
427 to certify the results, two-thirds of the Senate shall have an opportunity to certify the results by resolution.
428 Should both the Committee and the Senate refuse to certify the results, a new election shall be held within one
429 academic week.

Section 6.04 PUBLICITY COMMITTEE

(a) PURPOSE

430 The purpose of the Committee shall be to inform the Student Body of all SGA activities on campus, to inform the
431 Student Body of all campus initiatives, to assist all recognized student organizations in publicizing their events,
432 and to provide a centralized method of distributing advertisements to all media outlets.

(b) ADVERTISING

433 The Committee will respond in a timely manner to proper requests by an RSO for advertising on campus.

(c) MEDIA PLACEMENT

434 Media organizations may not charge the Committee for advertising.

Section 6.05 PUBLIC RELATIONS COMMITTEE

(a) PURPOSE

435 The purpose of the Committee shall be to facilitate and enhance active two-way communication between the
436 SGA and the Student Body, to inform the Stevens community of any SGA actions and initiatives, to organize
437 events that promote the SGA, and to recognize outstanding achievements by all members of the Stevens
438 community.

Section 6.06 JACOBUS ADVISORY BOARD (“JAB”)

(a) PURPOSE

439 The purpose of the Committee shall be to manage all aspects of a student center delegated to the students, and
440 any aspects of any replacement student center constructed delegated to the students.

(b) DIRECTORS

441 JAB shall have directors of Renovation and Maintenance, Policy, and Public Relations, which shall be elected by
442 the membership of the Committee at the beginning of each session of the Senate.

(i) DIRECTOR OF RENOVATION AND MAINTENANCE

443 The Director of Renovation and Maintenance shall oversee all renovations and maintenance of the physical
444 structure of the student center, not including the Student Health Center.

(ii) DIRECTOR OF POLICY

445 The Director of Policy shall be responsible for drafting and enforcing all policies and procedures of the student
446 center.

(iii) DIRECTOR OF PUBLIC RELATIONS

447 The Director of Public Relations shall be responsible for relaying the purpose and activities of JAB to the student
448 body, as well as representing the point of contact for JAB to the RSO's and the SGA.

(c) VOTING MEMBERSHIP

449 Attendance at three of the last five regular committee meetings shall be the qualification for voting membership
450 status in the Committee.

(d) CHAIR

451 The chairperson of the Committee shall be elected by the membership of the Committee by the voting
452 membership of the Committee, following the same procedure for electing directors.

Section 6.07 CAMPUS LIFE COMMITTEE

(a) PURPOSE

453 The purpose of the Committee shall be to ensure the demands of the student body are represented in all non-
454 academic facets which directly affect the quality of life on campus, to provide the opportunity for student input
455 on any major policy and service change, to improve the residence life of the student body, to improve the
456 student life of commuter students to ensure the dining service on campus is meeting the needs and desires of
457 the student body, to provide for student input on the operations of all facilities on campus, and to define areas
458 of campus improvement that the student body would see as a benefit to student life and to recommend the use
459 of the Capital Improvement Fund to address these areas.

Section 6.08 COMMUNITY RELATIONS COMMITTEE

(a) PURPOSE

460 The purpose of the Committee shall be to increase the political awareness of Stevens students by providing
461 general political and policy information without favoring any one party or objective, to encourage and facilitate
462 student voting, and to assemble politically minded students and cultivate their interest.

Section 6.09 ACADEMIC AFFAIRS COMMITTEE

(a) PURPOSE

463 The purpose of the Committee shall be to work with the faculty and administration to ensure the Institute is
464 meeting the demands of the student body in academia, to promote and support the Honor System, to provide
465 for and ensure student input on any academic or curriculum changes, to develop strong student-faculty
466 relationships, and to promote a strong relationship between the student body and the academic administration.

Section 6.10 SENIOR YEAR ACTIVITY COMMITTEE

(a) PURPOSE

467 The purpose of the Committee shall be to plan events for the graduating class.

(b) MEMBERSHIP

468 All graduating senior class Senators are compulsory members of the Committee. Members from the senior class
 469 may be added or removed by a majority vote of Committee quorum, but shall not be eligible to be chair. If
 470 members of the current Cabinet are members of the senior class, they also shall be members of the Committee.
 471 Membership turnover occurs on the date of graduation. The Committee chair shall be elected by the
 472 membership.

Section 6.11 ENTERTAINMENT COMMITTEE (“EC”)

(a) PURPOSE

473 The purpose of the Committee shall be to plan and coordinate campus wide entertainment events that are
 474 geared toward the interests of the entire student body.

(b) OFFICERS

475 The officers shall oversee the planning of all events of the Committee. The officers shall be nominated by the
 476 President of the SGA and confirmed by the Senate.

(i) CHAIR

477 The Chair shall act as the official representative of the Committee. The Chair shall preside over all meetings of
 478 the Committee. The Chair shall categorize events and delegate them to the appropriate event coordinator.

(ii) SECRETARY

479 The Secretary shall take minutes and attendance for all regular meetings of the Committee.

(iii) COMEDY AND LECTURE COORDINATOR

480 The Comedy and Lecture Coordinator shall coordinate and advise in the execution of all comedy and lecture
 481 events, and any other event categorized as such by the Chair.

(iv) MUSIC AND CONCERTS COORDINATOR

482 The Music and Concerts Coordinator shall coordinate and advise in the execution of all music and concert
 483 events, and any other event categorized as such by the Chair.

(v) SPIRIT AND TRADITIONS COORDINATOR

484 The Spirit and Traditions Coordinator shall coordinate and advise in the execution of all spirit and traditional
 485 events, and any other event categorized as such by the Chair. The Coordinator shall serve as the official liaison
 486 of the Committee with the Festival Committee. The Coordinator shall assist with all signature programs
 487 including Midnight Breakfast and Homecoming Weekend.

(vi) ARTS AND FILMS COORDINATOR

488 The Arts and Films Coordinator shall coordinate and advise in the execution of all artistic and film events, and
 489 any other event categorized as such by the Chair.

(vii) NOVELTY AND LEISURE COORDINATOR

490 The Novelty and Leisure Coordinator shall coordinate and advise in the execution of all novelty and leisure
491 events, and any other event categorized as such by the Chair.

(viii) TRAVEL AND EXCURSIONS COORDINATOR

492 The Travel and Excursions Coordinator shall coordinate and advise in the execution of all travel and excursion
493 events, and any other event categorized as such by the Chair.

(ix) JACOBUS ACTIVITIES COORDINATOR

494 The Jacobus Activities Coordinator shall coordinate and advise in the execution of all Committee events in
495 Jacobus Student Center that does not include an event categorized as any of the above Coordinator events. The
496 Coordinator shall organize and execute any regular Jacobus programming, including Duck After Dark.

(c) ALLOCATION

497 The Committee shall be guaranteed a minimum of sixteen percent of the total student activity fees for each
498 semester that it submits a budget, as estimated by the Treasurer when the budget is received by the Cabinet.

Section 6.12 FESTIVAL COMMITTEE(a) PURPOSE

499 The purpose of the Committee shall be to plan and coordinate a campus festival each semester. The Committee
500 shall cooperate with and request the assistance of the Entertainment Committee in planning events for the
501 festival.

(b) CHAIR

502 The chairs shall be selected by the Executive Branch of the SGA and the officers of the Entertainment Committee
503 each semester, and approved by the Senate. Nominations for chairs must be publicized no later than eight
504 weeks into the previous full semester.

Article VII. AMENDMENTS TO THESE BYLAWS

505 Amendments to these bylaws shall occur after the procedure for passing a bill is followed.

Article VIII. IMPLEMENTATION

506 Upon ratification of these bylaws, all standing committees and sub-committees will be dissolved and new
507 committees will be formed as described in these bylaws. The recognized student organization bearing the name
508 "Ethnic Student Council" shall be dissolved and the current board shall become the acting board of the Ethnic
509 Student Council sub-committee of the Committee on Student Interests, until such time as a regular election of
510 the sub-committee takes place. These bylaws shall take effect immediately after ratification and all further items
511 of business at that Senate meeting shall follow these bylaws.

Article IX. SUSPENSION OF THESE BYLAWS

512 No bylaw may be suspended, except by a majority vote of the Senate and approval of the President. Article VII,
513 Article XII, Article XIII, and Article IX of these bylaws may never be suspended. Any suspension of the bylaws
514 shall only last until the end of the Senate meeting in which the bylaws are suspended.

Article X. MISCELLANEOUS

Section 10.01 WRITTEN NOTICE

515 A physical paper letter or an electronic mail may satisfy any provision requiring written notice. Instant
516 messaging, phone calls, and other immediate forms of communication shall not be sufficient.

Section 10.02 CAPITAL IMPROVEMENTS AND INFRASTRUCTURE

517 At least ten percent of the total amount of student activity fees collected by the SGA shall be saved for capital
518 expenditures benefiting the entire campus. These expenditures need not occur during the semester the money
519 is collected, but the money set aside shall not be eligible for allocation for any purposes other than capital
520 improvements during later semesters. However, if the Capital Improvements Fund has accumulated more than
521 eighty percent of the Student Activities Fund from the most recent fall semester, only five percent of the
522 collected student activity fees shall be diverted to the Capital Improvements Fund, unless the Senate passes a
523 standing motion to the contrary.

Section 10.03 HEADINGS

524 The heading under which text falls, such as section title or article name, shall not bound the effect of that
525 content.

Section 10.04 SENIOR YEAR ACTIVITY ALLOTMENT

526 Five percent of the student activity fees of each class year, as defined by the SGA constitution, shall be set aside
527 into senior year activities accounts bound to the graduating class from which the fees were collected. This
528 account shall be unavailable for expenditure until the class year to which it is bound enters its senior year. The
529 Senior Year Activity Committee, by a vote of two-thirds of committee quorum, shall have the power to spend
530 from the account once the account's bound year enters its senior year.

Article XI. SEVERABILITY

531 If a court of competent jurisdiction deems any provision of these bylaws unenforceable, that provision will be
532 enforced to the maximum extent permissible, and remaining provisions will remain in full force and effect.

Article XII. POWERS RESERVED TO THE SENATE

533 The Senate shall have the power to carry forth acts when explicitly permitted by these bylaws. Any further
534 actions shall require amendment to these bylaws to permit these acts.

Article XIII. POWERS RESERVED TO THE RECOGNIZED ORGANIZATIONS

535 Any powers not explicitly reserved in these bylaws for the Senate and not explicitly banned in these bylaws shall
536 be reserved to the Recognized Organizations.